



**DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5729**

**REPLY TO
ATTENTION OF:**

ATZH-TB

05 March 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 17: Privileges and Limitations for Soldiers in Training

REFERENCES: TRADOC Regulation 350-6, Initial Entry Training (MOS-I) Policies and Administration, December, 2005

1. Purpose. To provide Command guidance regarding the privileges and limitations for Initial Entry Training Soldiers assigned to the 15th Signal Brigade.
2. Terms. For the purposes of this policy letter, Initial Entry Soldiers will be referenced as MOS-I and Soldiers reclassifying or transitioning from another MOS will be referenced as MOS-T Soldiers.
3. General. To enhance the growth and development of Initial Entry Training (MOS-I) Soldiers assigned and attached to the 15th Signal Brigade, the privileges and limitations below are in effect. Soldiers must earn these privileges - they are not rights. Academic instructor statements of performance and behavior will be evaluated and considered when granting privileges. Company Commanders must have Battalion Commander approval to grant exceptions to the limitations outlined in this policy. MOS-T Soldiers are granted the privileges afforded by their rank and are subject to all policies that govern permanent party Soldiers, but remain subject to TRADOC and Signal Center requirements for obtaining MOS qualification. Permanent Party, Soldiers and Civilians will not engage in personal relationships, with MOS-I or MOS-T Soldiers that are not associated with training. MOS-T Soldiers are forbidden from engaging in non-duty related activities with MOS-I Soldiers.
4. For purposes of this Policy Letter, the 15th Signal Brigade Area of Operations boundaries are: Kilburn St (including Wainwright Circle), 25th Street, Lane Avenue, and Rice Road. USASSD areas on Fort Meade are defined by 447th Signal Battalion Policy.
5. MOS-I Arrival at Fort Gordon.
 - a. MOS-I Soldiers who arrive at Fort Gordon with their immediate family members (exceptions can be made at the Company Command level) may be granted off-post privileges not to exceed a 25 mile radius during their first weekend at Fort Gordon; the Soldier must sign out on pass and sign back in to the unit by 1400 hrs on Sunday.

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b. MOS-I Soldiers who arrive at Fort Gordon without family members may be granted on-post pass privileges during their first weekend at Fort Gordon. Soldiers must remain in duty uniform or PT uniform. The Soldier will sign out when leaving the company area and sign in upon return.

6. Upon completion of arrival weekend at Fort Gordon, MOS-I Soldier phases and associated privileges are as follows (Commanders may accelerate the Phase process for Soldiers who previously attended but did not graduate from another MOS producing course):

a. Phase IV (weeks 1 - 4 of AIT):

(1) Phase IV begins with the first week of AIT and continues to the end of the 4th week of AIT. During Phase IV, Signal Soldiers will undergo Advanced Immersion at a Forward Operating Base (FOB) followed by Re-integration training for the first two weeks of their Core Competency training. During the entire period of Phase IV training, MOS-I Soldiers will be weapons immersed. Ordnance Soldiers will execute weapons immersion IAW Ordnance Center and School Policy.

(2) After completion of Advanced Immersion, Soldiers will enter Re-Integration training. The standard duty uniform for Phase IV Soldiers not in the FOB is ACUs/BDUs, White Phase Badge (See paragraph 7), and the pistol belt with canteen. Phase IV Soldiers wearing the PFU who are not participating in Physical Training will wear the pistol belt with canteen and the White Phase Badge. Phase IV Soldiers who own Camel Back water packs are authorized to wear these hydration systems in addition to the Phase IV standard duty uniform. Soldiers will remain in duty uniform unless sleeping, conducting PT, participating in unit sports, or conducting designated work details.

(3) Berets will be worn except in a tactical setting, while carrying a weapon or when assigned to a work detail.

(4) Use, possession or purchase of alcohol and tobacco products is prohibited during Phase IV, except as religious sacrament.

(5) Phase IV Soldiers are not permitted to carry cell phones or other portable electronic devices, e.g. small hand held electronic games, DVD players, small CD players, Walkman radio/CD players, MP3 players, etc; during duty hours or at training events. As an exception Soldiers may, with instructor approval, use small, portable, headphone/earpiece music playing devices (IPOD, MP3 players etc.) during Computer Based Training. Soldiers will not wear these devices while traveling to and from the Computer Based Training facility. Soldiers are allowed to have these items as long as the items are listed on the unit high dollar inventory record and are secured. All such devices, including cell phones, will be turned off during sleep hours. **Soldiers will not talk on cell phones or play music while walking, and will not use earpieces or headphones while in uniform except as noted above.** Soldiers may use music playing devices while conducting individual PT on Barton Field.

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(6) Phase IV Soldiers will always have a battle buddy.

(7) Soldiers facing possible administrative separation for misconduct will remain in a Phase IV status from the time their separation is initiated until they depart the service or the separation authority decides to retain.

(8) Soldiers who have had charges preferred against them under the UCMJ will remain in Phase IV status from the time preferred until final adjudication, dismissal, or withdrawal of charges.

b. Phase V (weeks 5 through 11 of AIT):

(1) Phase V is characterized by reinforcement training on common skills, training and evaluation of MOS skills (Core Competencies) in a leadership environment that mirrors an operational unit. In order for an MOS-I Soldier to move from Phase IV to Phase V privileges the Soldier must pass Knowledge Exam, recite the Soldier's Creed, sing their branch song, and pass Class A, Wall Locker, and Room Inspections. Additionally, Soldiers must demonstrate proper discipline, pass all academic requirements, and pass their APFT with 60 points in each event.

(2) Phase V MOS-I Soldiers have the following privileges/limitations:

(a) Soldiers will always have a battle buddy, to include during on and off post passes.

(b) Duty uniform is ACUs with hydration source (must be camel back or pistol belt with canteen), and Yellow Phase Badge (see paragraph 7).

(c) Soldiers are authorized to wear civilian clothes while off-duty (see paragraph 7). Civilian clothing will comply with 15th RSB Policy Letter #19.

(d) With Company Commander approval, Phase V Soldiers are authorized both on-post and off-post pass privileges IAW Paragraph 13 of this Policy Letter.

(e) For extended holiday weekends, Company Commanders may authorize Phase V MOS-I Soldiers extended overnight pass privileges. Soldiers will not be authorized to travel further than 150 miles via POV.

(f) Soldiers are not authorized to ride in a POV or rental car without Company Commander approval.

(g) Use, possession and purchase of alcohol or tobacco products are prohibited for Soldiers who are under the legal age to purchase and consume these products. Alcohol use is prohibited for all Soldiers during Phase V, except as religious sacrament in the Chapel areas. Use of tobacco products is only authorized in designated smoking areas. If of legal age, the use of alcohol and tobacco products is authorized while on leave.

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(h) Phase V Soldiers are not permitted to carry cell phones or other portable electronic devices, e.g. small hand held electronic games, DVD players, small CD players, Walkman radio/CD players, MP3 players, etc; during duty hours or at training events. As an exception Soldiers may, with instructor approval, use small, portable, headphone/earpiece music playing devices (IPOD, MP3 players etc.) during Computer Based Training. Soldiers will not wear these devices while traveling to and from the Computer Based Training facility. Soldiers are allowed to have these items as long as the items are listed on the unit high dollar inventory record and are secured. All such devices, including cell phones, will be turned off during sleep hours. **Soldiers will not talk on cell phones or play music while walking, and will not use earpieces or headphones while in uniform except as noted above.** Soldiers may use music playing devices while conducting individual PT on Barton Field

(i) Soldiers who fail to meet standards for Phase V privileges may be returned to a Phase IV privilege status. Authority for suspension and revocation of phase privileges is as follows:

(1) Platoon Sergeants can suspend individual Soldier Phase privileges for up to 48 hours during the normal duty week and 24 hours during a weekend/training holiday. Units will not be “locked down” without Battalion Commander approval.

(2) Company Commanders can suspend individual Soldier Phase privileges for up to 14 days. Units will not be “locked down” without Battalion Commander approval.

(3) Battalion Commanders can suspend Phase privileges for more than 14 days, or revoke Phase privileges.

Any suspension or revocation of Phase privileges will be documented with counseling statements that ensure the Soldier understands the reason for the suspension or revocation. A Soldier who is “phased back” regardless of duration must be issued a Phase IV badge.

(j) Soldiers facing possible administrative separation for misconduct will remain in a Phase IV status from the time their separation is initiated until they depart the service or the separation authority decides to retain.

(k) Soldiers who have had charges preferred against them under the UCMJ will remain in Phase IV status from the time preferred until final adjudication, dismissal, or withdrawal of charges.

c. Phase V+ (weeks 12 through end of AIT):

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(1) Phase V+ begins at week 12 of AIT and continues through a Soldier's completion/graduation from AIT. During Phase V+, Commanders have the discretion to grant MOS-I Soldiers privileges similar to permanent party Soldiers. MOS-I and Holdover Soldiers that have been at AIT for at least 12 weeks, meet all Phase V requirements, maintain proper discipline and academic standards will be granted Phase V+ privileges.

(2) Phase V+ MOS-I Soldiers have the following privileges/limitations.

(a) Soldiers are granted all of the Phase V privileges described above.

(b) Company Commanders may authorize the use of rental cars. Company Commanders may authorize Soldiers to purchase, register, and/or possess a privately owned vehicle (POV) once Soldiers complete 21 weeks of training. Battalion Commanders may authorize Soldiers with Families to operate POVs prior to 21 weeks.

(c) Soldiers will have a battle buddy during the duty day, in the presence of cadre at any time, and when off post on pass. During off duty hours a Soldier's immediate family member can serve as a Battle Buddy.

(d) Duty uniform is ACUs with hydration source (must be camel back or pistol belt with canteen) and Orange/Crimson Phase Badge (see paragraph 7).

(e) Company Commanders can authorize weekend off-post pass privileges to Phase V+ Soldiers. All off-post passes are subject to unit recall.

(f) Company Commanders can authorize Phase V+ MOS-I Soldiers extended weekend overnight pass privileges. Soldiers will not be authorized to travel further than 150 miles via POV.

(g) Use, possession and purchase of alcohol or tobacco products are prohibited for Soldiers who are under the legal age to purchase and consume these products. Alcohol consumption by MOS-I Soldiers 21 years of age (minimum drinking age) or older is authorized on weekends and holidays. Soldiers may not consume alcohol within 8 hours of duty. Soldiers of legal drinking age may consume alcoholic beverages in off post establishments and inside the confines of the bar area of any given establishment. Consumption or possession of alcoholic beverages in the barracks or within the 15th Signal Brigade area of operations is strictly forbidden except as religious sacrament in the Chapel areas. Use of tobacco products is only authorized in designated smoking areas.

(h) Married Soldiers in phase V+ may be authorized to live off-post or in GMH managed post housing, if spouse and/or children are in the immediate area, and upon approval from their Battalion Commander. They are authorized weekday off-post passes during non-duty hours if there is no additional training scheduled or tasks to be performed and need not be accompanied by a battle buddy while on such pass. They do not require a pass form and may

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depart at any hour after signing out with the CQ. They are dismissed after completion of training until the first recall formation the next duty/training day. Once a Phase V+ Soldier has been granted authorization to live off-post or in GMH managed post housing, only the Battalion or Brigade Commander is authorized to revoke this privilege.

(i) Phase V+ Soldiers are allowed to use personal linen on their beds in accordance with policies established throughout each battalion.

(j) Soldiers who fail to meet standards for Phase V+ privileges may be returned to a lower Phase. Authority for suspension and revocation of phase privileges is as follows:

(1) Platoon Sergeants can suspend individual Soldier Phase privileges for up to 48 hours during the normal duty week and 24 hours during a weekend/training holiday. Units will not be “locked down” without Battalion Commander approval.

(2) Company Commanders can suspend individual Soldier Phase privileges for up to 14 days. Units will not be “locked down” without Battalion Commander approval.

(3) Battalion Commanders can suspend Phase privileges for more than 14 days, or revoke Phase privileges.

Any suspension or revocation of Phase privileges will be documented with counseling statements that ensure the Soldier understands the reason for the suspension or revocation. A Soldier who is “phased back” regardless of duration must be issued the requisite Phase badge.

7. Phase Badges. All MOS-I Soldiers assigned to the 15th Signal Brigade will be issued a Phase Badge that identifies a Soldier’s current phase of training privileges. Badges will be created IAW the diagrams in Enclosure 1. The Phase badge will be worn on the left front pocket of the ACU and field jacket, on the collar of the black raincoat, and displayed on the PT uniform shirt when not conducting physical fitness training. No badge will be present during physical fitness training. MOS-I Soldiers will display the Phase Badges at all times while on Fort Gordon or Fort Meade, whether in uniform or civilian clothes, and will have their Phase Badge in their possession while off post. Each Company is responsible for generating and issuing the MOS-I Phase Badges to its Soldiers. All Phase Badges, regardless of Phase, will annotate “UNDER 21” on Badges issued to Soldiers under 21 years of age. Enclosure 1 contains the Brigade standard for phase badges.

8. Long Term Medical Profiles and Medical Holds. Soldiers on medical hold or long term medical profile will be granted Phase IV, V, or V+ privileges commensurate to their weeks served in AIT, unless the Battalion Commander determines that because of the Soldier's conduct, performance, or other relevant factors, that the Soldier should be held in a lower Phase. Soldiers who fail the end-of-cycle (EOC) APFT, and then receive a long term medical profile immediately after failing the EOC APFT will be granted phase privileges as if they had passed the EOC APFT, unless the Battalion Commander determines that because of the Soldier's conduct, performance, or other relevant factors, that the Soldier should be held in a lower Phase.

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9. Personally Owned Electronic Equipment. Because of space limitations and security concerns, all MOS-I Soldiers are prohibited from possessing televisions and large boom boxes. Laptop computers are authorized; however, each Soldier must purchase a laptop computer security cable, demonstrate the ability to secure the laptop computer to the unit-provided security anchor, and must list the laptop computer on the unit high dollar inventory record. Failure to comply with these basic physical security measures will result in the Soldier's laptop computer being confiscated and placed in a unit secured storage area until the Soldier can verify compliance. Possession of other electronic devices not specified in this policy letter is at the discretion of the Company Commander.

10. Barton Field is off limits to MOS-I and MOS-T Soldiers during the hours of darkness to ensure personal safety and security. The only exceptions to this policy will be designated formations, Physical Training and supervised athletic activities, which may begin during or continue into hours of darkness. Company Commanders may also authorize attendance of MWR events which begin during or continue into hours of darkness.

11. Only MOS-I Soldiers who live in GMH Post Housing are authorized to be in their particular Post Housing area. Post-Housing areas are off limits to all other MOS-I Soldiers regardless of Phase or Holdover Status.

12. A summary of facility privileges for MOS-I Soldiers is listed below:

Facility Privileges for MOS-I Soldiers:

Facility	Restriction
All Post-Housing Areas All Permanent Party Barracks	Off Limits to all MOS-I not residing in GMH Post Housing regardless of Phase or Holdover Status
All MWR Lounges and Sports Bars except Kegler's Lounge	Off Limits to all MOS-I Soldiers regardless of Phase or Holdover Status
Barton Field during hours of darkness	Off Limits to all MOS-I and MOS-T Soldiers. Exception - participation in unit formations and PT, sporting events, and MWR events with Company Commander authorization
Stinson Guest House, Ring Hall Griffith Hall	Off Limits. Company Commander approval is required for exception when accompanied by immediate family members.
Gordon Lanes Bowling Center	Off Limits to Phase IV Soldiers. Exception - Phase IV Soldiers allowed in Bowling Center during official functions only. Phase V and V+ Soldiers allowed during off duty hours.
Gordon Club & Courtyard	Off Limits to all MOS-I Soldiers. Exception - MOS-I Soldiers allowed during official functions only.
Class VI Store	Off Limits to Phase IV and V Soldiers. Exception - Phase V+ over the age of 21 years only.
Bingo Palace	Authorized for Phase V+ Soldiers only

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All Soldiers are permitted to use the following facilities, IAW their Phase privileges:

- IET Center
- Library
- PX & facilities
- Clothing Sales
- Commissary
- Dinner Theatre
- MWR Facilities not specifically placed off limits
- Barton Field (during daylight)
- Paintball Facility
- GodFathers Pizza
- Indoor and Outdoor Pools
- PXTRA and mini-mall stores
- Golf Course
- Burger King
- Movie Theatres
- Riding Stables
- Go Kart Track
- Except during hours of darkness)

13. Commanders will document and maintain counseling for all Soldiers granted off-post day, overnight, and weekend passes. Counseling will include, as a minimum, accident prevention, safety, and points of contact. Students involved in weekend training will not be permitted to go on pass until the training is completed and all unit tasks/missions are finished. Commanders will dictate first and last day of passes IAW BDE Holiday schedule. Pass privileges by Phase are as follows:

Phase IV Pass Privileges

Type Pass	Hours of Pass
1 st Weekend w/family members	1800 Friday to 1400 Sunday
On-Post Weekday	Laundry and Banking facilities
On-Post Weekend	NET 0800 Until NLT 2200 on Friday/Saturday, NLT 1800 on Sunday
Off Post Passes	None

Phase V Pass Privileges

Type Pass	Hours of Pass
On-Post Weekday	After training and unit tasks are completed - until 2100
Off-Post Weekday	None
On/Off-Post Weekend	End of Duty Day Friday until 0100 Saturday 0800 Saturday until 0100 Sunday 0800 Sunday - 1800 Sunday
On/Off-Post Holiday Weekend	0800 Friday until 0100 Saturday 0800 Saturday until 0100 Sunday 0800 Sunday until 0100 Monday 0800 Monday until 1800 Monday <i>Extended passes within 150 miles may be approved by the Company Commander for extended holiday weekends</i>

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Phase V+ Pass Privileges

Type Pass	Hours of Pass
On/Off-Post Weekday	After training and unit tasks are completed - until 2100
On/Off-Post Days - Regular Weekend	End of Duty Day Friday - 1800 Sunday (Local Pass) 0800 Saturday – 1800 Sunday (Extended Pass) <i>Extended passes within 150 miles may be approved by the Company Commander</i>
On/Off-Post Days - Holiday Weekend	End of Duty Day Friday – 1800 Monday (Local Pass) 0800 Saturday - 1800 Monday (Extended Pass) <i>Extended passes within 150 miles may be approved by the Company Commander</i>
On/Off-Post Swings - Regular Weekend	0800 Saturday - 2100 Sunday <i>Extended passes within 150 miles may be approved by the Company Commander</i>
On/Off-Post Swings - Holiday Weekend	0800 Saturday - 2100 Monday <i>Extended passes within 150 miles may be approved by the Company Commander</i>

14. Violation of this policy memorandum by any 15th Signal Brigade Soldier provides a basis for disciplinary action under the Uniform Code of Military Justice or adverse administrative action.



FRANK G. PENHA
COL, SC
Commanding

DISTRIBUTION: B

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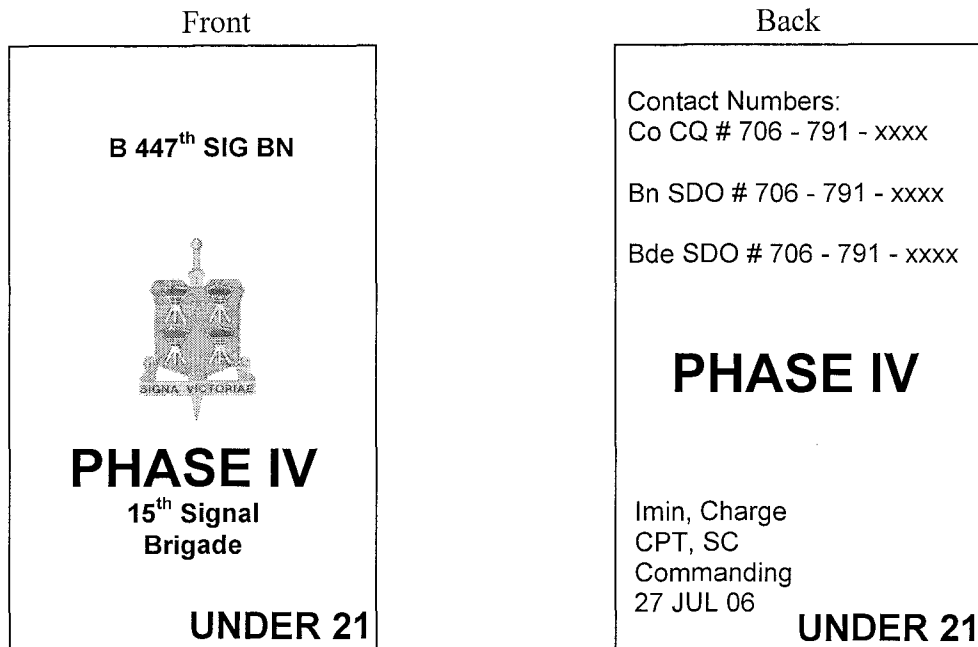
Phase Badges will be color coded by phase:

Phase IV = White

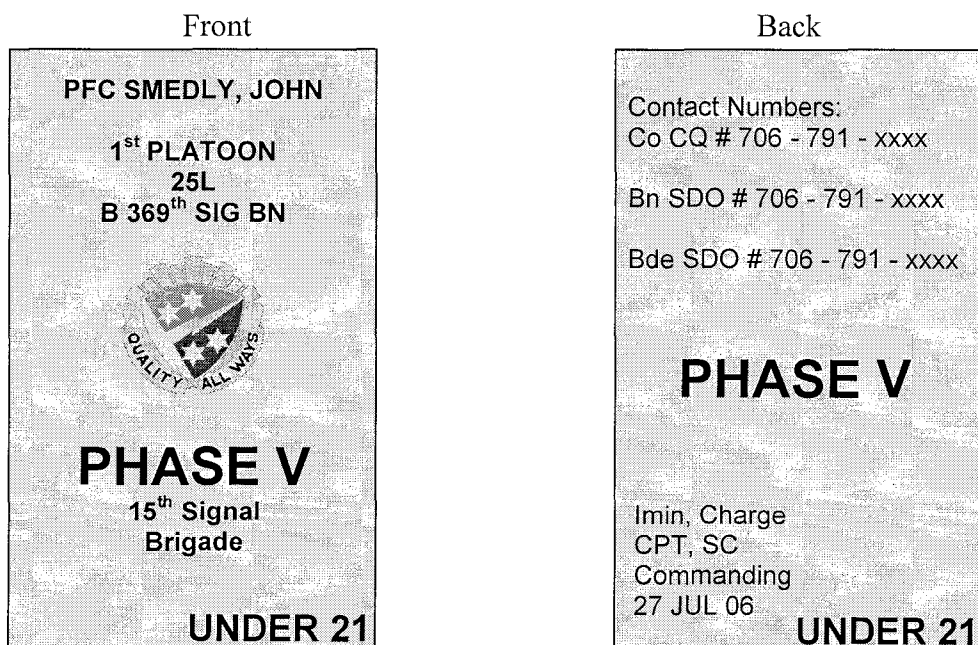
Phase V = Yellow

Phase V+ = Orange/Crimson

Example of a Phase IV Badge:



Example of a Phase V Badge:



Enclosure 1 Policy Letter 17

Example of a Phase V+ Badge:

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